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**OFFICE OF COMMUNICATIONS**

Tab **C** - Functions and Responsibilities  
of each Staff and Division

Tab **A** - Personnel Statistics

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OFFICE OF COMMUNICATIONS

MISSION

The mission of the Office of Communications is to provide staff support to the Director of Central Intelligence by advising him on communications and electronic matters, and to provide electronic communications facilities utilized in the transmission of classified communications traffic.

FUNCTIONS AND ACTIVITIES

The Office of Communications is responsible for:

Continuing exploration and evaluation of facts from all known sources including liaison, relative to the accomplishment of the mission of the Office of Communications.

Formulation and implementation of policies and programs which will make available to the Agency adequate telecommunications facilities conceived and operated under the most modern and efficient techniques available.

Supervision and regulation of communications practices of the Agency under concepts and policies designed to safeguard these practices with adequate security standards.

Formulation and implementation of policies and programs embracing research into and development of communications techniques, facilities and specialized electronic equipment especially adapted to the needs of the Agency.

Liaison with other Government agencies on communications and electronics matters, including the provision of technical support for negotiations with officials of foreign governments concerning communications matters.

Conduct of appropriate intra-Agency liaison essential to the proper coordination and planning for communications support of Agency projects.

Formulation and continual review of Mobilization Plans concerning communications matters, and the preparation of communications annexes to over-all Agency mobilization plans.

Determination of requirements for equipment and personnel and other logistic support for communications activities of the Agency.

Conduct of highly specialized technical training, both elementary and advanced for all communications personnel of the Agency, and the constant revision of communications training methods to keep pace with the rapid advance in this field.

Conduct of certain special sensitive communications projects including magnetic radiation studies, direction finding, interception, monitoring and other associated activities.

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OFFICE OF THE ASSISTANT DIRECTOR FOR COMMUNICATIONS

The Assistant Director for Communications advises the Director of CIA on matters of communications and electronics policy intelligence matters related to communications and electronics, and all other communications and electronics matters which have a bearing upon the security of the United States under the responsibilities of the Central Intelligence Agency as set forth in its various charters, and is responsible for the over-all administration of the office. The immediate office of the Assistant Director includes the Deputy Executive Officer and the Registry.

PLANS AND POLICY STAFF

The Plans and Policy Staff assists in the development of Office policy and operational procedures in the formulation of plans and in the coordination of the activities of the Office of Communications with other CIA Offices and outside agencies. It formulates and recommends communications policies to effectively support Agency operations.

Members of the staff represent the Assistant Director on inter-agency and inter-office committees. They provide coordination for projects and programs which affect more than one of the Divisions. They also represent him in discussion of broad administrative policies, procedures and regulations.

The staff provides a central point for the coordination and integration of divisional interest and is responsible for recommending office-level action to be taken by the Assistant Director. It drafts planning policy, and operational papers for the Assistant Director and undertakes such other specialized functions as he may direct.

ADMINISTRATIVE STAFF

The Administrative Staff administers policies and procedures to ensure uniform administrative and support programs for both field and departmental activities in accordance with over-all CIA policies and plans, and directs and coordinates administrative and support activities for the Office, including budget, personnel and management.

SUPPLEMENTAL PROGRAMS

Supplemental Programs includes two major projects and the Headquarters support organization for collection of intelligence information by electronic means.

SIGNAL CENTER

The Signal Center is responsible for enciphering, deciphering, transmitting and receiving electrical communications at Headquarters on a 24-hour day, 7-days-a-week basis. The Chief, Signal Center is responsible for assisting in the drafting and coordinating of procedure guides dealing with cable writing and cable procedures for CIA, to authorize use of teleconference facilities to those interested offices of CIA, to establish criteria for the on-the-job training of new personnel destined for duty in Washington and the field to ensure that adequate security precautions are maintained at all times to

make certain the Alternate S/C Branch can promptly provide communications for headquarters on a world-wide basis in the event normal communications are disrupted through enemy action, civil, or natural disturbances and to ensure the over-all efficient operation of the S/C and Alternate S/C.

WATCH OFFICER

Watch Officers are responsible for ensuring the uninterrupted flow of traffic through the various branches of the Headquarters Signal Center and to maintain the efficient operation of the S/C on a 24-hour, 7-day-a-week basis.

MANUAL CRYPTOGRAPHIC BRANCH

This Branch enciphers and deciphers by manual and modified machine cryptographic systems cables to and from CIA field stations.

MACHINE CRYPTOGRAPHIC BRANCH

This Branch transmits and receives classified cables for CIA and ensures that these cables are transmitted and received securely and expeditiously. This includes the enciphering and deciphering of machine cryptographic traffic utilizing various electronic cryptographic devices.

SIGNAL CENTER ARCHIVES

The S/C Archives preserves by microfilming and filing, and makes available for reference reading, original copies of CIA cables transmitted to and received from CIA field stations, and lateral cables between CIA field stations.

ALTERNATE SIGNAL CENTER BRANCH

This Branch is designed to provide alternate signal center facilities for Headquarters in the event that normal Washington communications are disrupted through enemy, major, civil or natural disturbances.

OPERATIONS & TRAINING DIVISION

The Operations and Training Division provides Headquarters technical and operational support to the field Communications activities, conducts liaison with and provides technical communications support to operating components of the CIA on communications aspects of Agency programs, projects, and activities; determines communications requirements from this liaison, initiates the development of and disseminates basic communications operational policies on which the CIA communications system is based; maintains working liaison with other U. S. Government agencies for the efficient operation of the communications system; conducts communications training programs to ensure availability of qualified communications personnel.

AMERICAN ACTIVITIES BRANCH

This Branch is responsible for the conduct and direction of all communications training within the Western Hemisphere and the support of world-wide communications training activities and for the operation of [ ] the Latin American communications network.

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EUROPEAN BRANCH

This Branch is responsible for assuring the provision of necessary communications support by other elements within the Office for all activities, areas, and projects in the European Area, including the [ ] and the [ ] and the [ ] and for the direct execution of communications operational support for these same activities, areas, and projects. This Branch is responsible for constant liaison with the appropriate DD/P elements to provide communication support and to obtain accurate advance knowledge of communication requirements.

FAR EASTERN BRANCH

This Branch is responsible for assuring the provision of necessary communications support by other elements within the Office for all activities, areas, and projects in the Far East, including the [ ] and the [ ] and the [ ] and for the direct execution of communications operational support for these same activities, areas, and projects. This Branch is responsible for constant liaison with the appropriate DD/P elements to provide communication support and to obtain accurate advance knowledge of communications requirements.

MIDDLE EAST, AFRICA AND MEDITERRANEAN BRANCH

This Branch is responsible for assuring the provision of necessary communications support by other elements within the Office for all activities, areas, and projects in the Middle East, Southeastern Europe, and Africa, including the [ ] and the [ ] and the [ ] and for the direct execution of communications operational support for these same activities, areas, and projects. This Branch is responsible for constant liaison with the appropriate DD/P elements to provide communication support and to obtain accurate advance knowledge of communication requirements.

SUPPORT BRANCH

This Branch is responsible for the preparation of propagation and frequency studies in accordance with requests from other elements of the Office of Communications; the study and application of all available material in the frequency propagation field for Agency use; distribution of frequency and propagation information to the field; research and evaluation of signal planning agent radio procedures; and base station techniques in handling agent circuits; a continuing review of field planning and execution of clandestine operations; establishing and maintaining liaison with communication officials in other U. S. Government agencies and commercial companies for the purpose of coordinating procedures; assuring that CIA communications are securely integrated into the various communication systems necessary for the passing of Agency cable traffic; coordinating with the American Activities Branch all matters relative to the Agency Emergency Communications Plan; and for advising the Chief, OC-042, on all matters pertaining to telecommunications.

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#### SECURITY DIVISION

The Security Division advises the Assistant Director, Office of Communications, on all cryptologic methods and countermeasures; develops, implements and controls the CIA communications security program to ensure the maintenance of the highest standards for the cryptographic, physical and transmission security of CIA communications; develops and promulgates the basic theory upon which the CIA communications security program is based; prepares instructions and enforces the regulations formulated from such theory; establishes and maintains a working liaison with other U. S. Government agencies concerned with communications security matters; and represents the Assistant Director for Communications on communication security policy matters involving allied foreign governments; and selects communications cipher devices required for Agency operation and provides for the logistic support of these cipher systems.

#### STANDARDS & SUPPORT BRANCH

This Branch determines the requirements and arranges for the production or procurement of all cryptographic systems, devices, documents and other materials used by CIA; provides secure storage, distributes and accounts for all registered cryptographic documents; prepares cryptographic instructional and procedural documents and communications cover plans; conducts liaison with other Government agencies (NSA and State) for the purpose of keeping informed on current cryptographic and security procedures and developments; establishes communication transmission and cover security standards for CIA circuits and determines the cryptographic systems and procedures to be employed on these circuits; ensures that all aspects of security have been considered in the planning, establishing and administering of communications links; and implements the activation and deactivation of cryptographic stations.

#### PROTECTIVE BRANCH

This Branch establishes the physical security requirements for the protection of cryptomaterial and classified communications devices; reviews and inspects the physical security of cryptomaterial storage, cryptocenters, cryptographic areas and message handling procedures; taking corrective action, as required; reviews proposed and existing transmission and cryptographic operating procedures from the standpoint of transmission security; conducts continuing supervision, monitoring and review of staff and clandestine circuits to ensure adherence with prescribed cryptographic and transmission procedures; taking or directing remedial action as appropriate; initiates and supervises communications deception programs as required; establishes cryptographic clearance procedures and requirements; controls the issuance and revocation of these clearances; and maintains necessary records and prepares statistical studies needed for traffic analysis, cable cost reimbursement, crypto system load determination, and crypto link requirements.

#### CRYPTOLOGIC DEVELOPMENT BRANCH

This Branch assists in the analysis, evaluation, and/or development of crypto systems, devices and signal plans; conducts research into, collects and collates data concerning characteristics of foreign and domestic languages relating to agent cryptographic systems; cryptographic and radio procedural traffic patterns throughout the world; characteristics inherent in crypto systems, crypto devices and signal plans; develops new cryptosystems and devices and associated cryptographic procedures; adapts



existing cryptosystems and devices to meet the needs of specific requirements; assists in the development and evaluation of signal plans in conjunction with the Operations and Training Division; analyzes, tests, and evaluates cryptosystems and devices which have been developed or proposed for use by CIA or CIA sponsored operations and makes necessary recommendations to improve their security; determines which cryptosystems and devices shall be authorized for use by CIA and establishes the cryptographic standards for the operation of authorized cryptosystems and devices; and determines the character and extent of possible cryptographic compromises, the amount of classified information compromised and the effect of such compromises on the continued use of the cryptographic system employed.

#### ENGINEERING DIVISION

The Engineering Division prepares engineering studies and the detailed engineering plans required to properly implement, integrate, and schedule the telecommunications planning activities of CIA; selects electronic telecommunications or associated equipment from commercial and military sources that will best meet the various requirements of the Agency; initiates, develops and provides detailed engineering design of certain communications equipment for Agency use when the military and commercial firms are unable to provide this equipment; arranges for the development of certain items of electronic equipment through commercial engineering laboratories; provides for the design and construction of communications base stations for the Agency, permanent and mobile, foreign and domestic; provides for the detailed engineering of radio broadcast facilities furnished by the Agency; provides for wire facilities engineering and installs and maintains communications equipment. Conducts technical liaison with commercial and other Government organizations.

#### RESEARCH AND DEVELOPMENT BRANCH

This Branch assists in the formulation of governing policies and in the implementation of programs, embracing research leading to the development of communications techniques, equipments and specialized electronic devices especially adapted to the needs of the Agency. It explores the research and development programs of other Government agencies, private organizations, and foreign governments for the purpose of providing the Agency with the latest technological advances and most efficient techniques available. A laboratory facility is maintained for research development, appraisal and analysis, and for the fabrication of small quantities of special electronic items.

#### PLANT ENGINEERING BRANCH

This Branch is responsible for the coordinated design and preparation of plans and specifications for the construction of fixed, mobile and portable communications facilities; and for the supervision of the installation of the communications equipment in these facilities; the supervision of equipment maintenance in world-wide communications facilities; the preparation of specifications adequate to allow bids on any communications base station apparatus; the installation and maintenance of all tele-type and associated equipment controlled by the Agency; the supervision of the installation and maintenance of power generating equipment.

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MATERIAL SUPPORT BRANCH

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This Branch is responsible for formulating, developing and implementing an integrated logistics program for the Office of Communications to provide necessary support for both departmental and overseas activities in accordance with the following general responsibilities: Exerting the actual control of the procurement and issue of Agency communications supplies for the Office of Communications as required by [ ] providing forecasts of requirements for communications and electronics equipment and supplies. Overseas shipment of these supplies transfer of equipment between depots in the continental U. S.; assisting in the planning and implementing of the OC Strategic Reserves Program establishing and implementing a requirements program for the future replacement of obsolete or obsolescent communications equipment presently in use or to be used and ensuring that proper stock balances of communications items are maintained ensuring that materials are available and located as required for implementation of all major communications projects. This includes responsibility for over-all supervision of proper storage, surveillance inspections and rotation of stock.

OVERSEAS COMMUNICATIONS ACTIVITIES

The Assistant Director for Communications assigns a senior communications officer staff and the necessary personnel to provide communications service in each geographical area for the support of Agency operations.

Under the technical direction of the Assistant Director for Communications, each Area Communications Activity is responsible for establishment and operation of signal centers, radio stations and related electronic communications facilities, including emergency facilities as required to handle Agency traffic within the area and with Headquarters.

Each Area Communications Activity, following the approved policies and procedures of the Assistant Director for Communications, furnishes operational support and guidance to clandestine activities and projects of CIA. This includes clandestine communication training, psychological warfare radio broadcasts, clandestine traffic handling and the provision of necessary radio equipment, signal plans, propagational studies, operational procedures and other items which are directly related to the technical aspects of communications support.

Communications personnel and installations operate under the administrative control of the senior CIA official.

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